
Public Participation Guidelines

"Cette information existe également en français" voir Bulletin d'information N° 97-02F

Introduction

Manitoba Conservation and the Clean Environment Commission (CEC) recognize the value of public involvement in the Environmental Assessment and Licensing Process (The Process). The following Guiding Principles have been adopted as a Guideline, to assist Manitoba Conservation and the Clean Environment Commission in achieving effective and timely decisions and results which respect the knowledge, values and rights of all interested parties.

Guiding Principles

1) Shared Process

The Process will be administered so as to be easily understood by all participants. The administration of every Proposal review shall involve public consultation in order to ensure appropriate scoping, and to facilitate the development of relevant terms of reference.

The administration of each review should explain:

- expectations and objectives of all participants;
- roles and responsibilities;
- ways and means of sharing resources;
- timelines;
- constraints and boundaries;
- ways of handling disagreements.

2) Respect

The Process will be conducted in a manner that demonstrates respect for all participants by:

- honouring diverse cultures, perspectives, values, and interests;
- recognizing the right of individuals to participate in decisions that affect them;
- interacting with all participants honestly, openly, and ethically;
- seeking to bridge differences;
- acknowledging participant's professional codes of practice;
- adhering to commitments and protocols agreed upon for the process.

3) Commitment

The Process will demonstrate commitment to public involvement by:

- incorporating input from all participants;
- following through on commitments made during the process;
- maintaining a constructive, problem solving process.

4) Timeliness

The Process will demonstrate that time is a valuable and limited resource by:

- sharing information early and often in order to assist all participants to prepare and to act knowledgeably;
 - providing early and adequate notice of opportunities for involvement;
 - negotiating, where possible, appropriate timelines for all participants;
 - establishing and adhering to realistic deadlines;
 - responding in a timely fashion to questions and requests.
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5) Communication

The Process will be based upon effective communication which fosters understanding through:

- careful listening;
- honest and open explanations;
- use of plain language;
- the timely exchange of information.

6) Responsiveness

The Process will demonstrate responsiveness by:

- recognizing that public involvement is a dynamic process;
- building flexibility into the process from the beginning;
- designing and using feed-back mechanisms;
- evaluating and modifying the process on an on-going basis.

7) Accountability

The Process will demonstrate accountability by:

- encouraging participants to solicit input from their members, if appropriate, and to communicate progress and decisions on a regular basis;
- providing all information in writing and in advance of formal hearings.

Manitoba Conservation Procedures

- Proposals, Guidelines for EIS's and EIS's will be advertised in print media and on the internet and made available through the public registry.
- Normally, a minimum of 30 days will be provided for participants to respond to notices of Proposals, Guidelines, EIS's; for larger proposals, a minimum of 60 days may be provided.
- Public meetings to discuss information and concerns will be held as necessary.
- Alternate dispute resolution measures will be employed wherever possible.

- Public hearings of the Clean Environment Commission will be recommended should significant public concern, interest warrant and remain after meetings and alternative dispute resolution measures.
- Normally, public hearings will not be recommended until such time that the Environmental Assessment and Licensing Branch is satisfied that all information pertinent for the hearing has been received, is satisfactory to the Branch and has been placed in the public registry.

Clean Environment Commission Procedures

- Notice of public hearings will be advertised in print media and made available through the public registry; a minimum of 30 days notice for the hearing will be provided.
 - The notice for the public hearing will not normally be issued until the Commission is in receipt of confirmation from the Director that all substantive information from the proponent and government departments, required for the hearing, has been received, is satisfactory to the department, and has been placed on the public registry.
 - The Commission may arrange in advance of any public hearing a pre-hearing meeting or conference with the proponent and such other participants as deemed appropriate in order to facilitate the hearing.
 - Public hearings, while structured in nature, will be informal.
 - Presentations will be in person and limited to 15 minutes in length, unless otherwise arranged in advance.
 - The Commission may use a telecommunications link to facilitate the receipt of evidence from parties unable to attend the hearing.
 - Written submissions and supporting documentation should be filed with the Commission a minimum of 14 days in advance of the hearing.
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Need more information, consult or call:

**Manitoba Conservation
123 Main Street, Suite 160
Winnipeg MB R3C 1A5**

**Telephone: (204) 945-7100 (Winnipeg)
1-800-282-8069 (General Inquiries & Public Registry)**

Internet: <http://www.gov.mb.ca/conservation/eal>

**The Environment Act
Information Bulletin No. 97-01E**

**Clean Environment Commission
155 Carlton Street, Suite 305
Winnipeg MB R3C 3H8**

**Telephone: (204) 945-7091 (Winnipeg)
1-800-597-3556 (Toll Free)**

Internet: <http://www.cecmanitoba.ca>

The Annual Report(s) of the Clean Environment Commission

**Clean Environment Commission Process Guidelines
Respecting Public Hearings**